



# Department of ADMINISTRATIVE SERVICES *Job Postings*



## Department of Economic and Community Development CIVIL ENGINEER 1

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** Candidates on the current examination list promulgated by DAS for class code 0215 or current State employee eligible for lateral transfer

**Location:** 505 Hudson Street, Hartford, CT 06106

**Job Posting No:** 11430

**Hours:** Full time, 35 hours per week

**Salary:** Grade ES-19 (\$1,902.73 - \$2,582.04 bi-weekly) New hires to State service start at the minimum

**Closing Date:** October 14, 2016—applications must be received no later than 5:00 PM

**Eligibility Requirement:** Candidates must be on the current examination list for class code 0215 or eligible to transfer. State employees currently holding the above title, or those who have previously attained permanent status as a Civil Engineer 1, are eligible to transfer.

**General Information:** This position is accountable for performing various engineering and project-management duties in the Department of Economic and Community Development Office of Capital Projects.

**Essential Functions:** Refer to Examples of Duties listed on DAS Class Specification 0215, which can be viewed by accessing this link <http://das.ct.gov/HR/JobspecNew/JobDetail.asp?FCC=6732>. Specifically, the duties will include:

- Providing engineering support for environmental review, assisting in the process of evaluating consultant RFQ/RFP, adhering to the DECD bidding contracting and construction guidelines, permit reviews, site inspection, construction management, and coordinating with other State agencies and municipalities;
- Working with clients to develop a project scope and project financing package;
- Reviewing design plans, bid packages, construction bids, change orders, contracts, and payment applications for adequacy and compliance with department standards;
- Performing administrative duties, such as writing reports and plans;
- Evaluating the adequacy of engineering submissions, and coordinating with project clients/consultant during the planning/design phase;
- Providing technical assistance to local and state officials, DECD clients/applicants, and the general public.

**General and Special Experience:** Refer to DAS Class Specification 0215 (Civil Engineer 1)

**Note:** The filling of this position will be in accordance with reemployment, SEBAC and transfer rules as applicable.

**Application Instructions:** Interested and qualified applicants should submit a cover letter that describes their interest and suitability for the position, a resume, and an Application for Employment (Form CT-HR-12) to:

Joe Olender, Human Resources Specialist  
Department of Administrative Services, Small Agency Resource Team—SmART Unit  
165 Capitol Avenue, 5<sup>th</sup> Floor East, Hartford, Connecticut 06106

**Confidential Fax (preferred method of submission): 860-622-2833**

Materials may be attached to email and sent to [Joseph.Olender@ct.gov](mailto:Joseph.Olender@ct.gov)

### **AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.